



Policy Title:	Acceptable Use of Information Technology Services Resources
Policy Category:	Operational and Information Technology Services
Related Procedure(s)/ Guideline(s):	
Policy Owner	Director of Information Technology Services
Date Approved:	09.03.2020
Review Dates:	Revision Dates:
Policy Scope:	This policy covers authorized users who access information Technology Services (ITS) resources under the control of Southwest Wisconsin Technical College (Southwest Tech) including but not limited to: applicants, currently enrolled students; employees; authorized contractors, vendors, and guests; and other authorized users as determined by Southwest Tech.
Purpose	The purpose of this policy is to outline the expectations regarding the acceptable use of ITS resources by authorized users and to establish the parameters for the use of ITS resources.
Policy Statement:	<p>ITS resources are essential tools in accomplishing the mission of the College. These systems are owned by and under the control of the College. Access to and use of Southwest Tech ITS resources is a privilege which extends to authorized users for use in fulfilling the mission of Southwest Wisconsin Technical College and for appropriate college-related activities.</p> <p>Southwest Tech resources include all electronic equipment, facilities, technologies, and data used for information processing, transfer, storage, display, printing, and communications by Southwest Tech. These include, but are not limited to, computer hardware and software, computer labs, classroom technologies such as computer-based instructional management systems, and computing and electronic communications devices and services, modems, email, networks, telephones, voicemail, facsimile transmissions, video, multi-function printing devices, mobile computer devices, data, multimedia and instructional materials. This definition also includes services owned, leased, operated, provided by, or otherwise connected to Southwest Tech resources, such as cloud computing or any other connected/hosted service provided.</p> <p><u>Acceptable and Unacceptable Uses of Information Technology Resources</u></p> <p>Acceptable use of Southwest Tech ITS resources includes any purpose related to the direct and indirect support of the educational, service,</p>

student and campus life activities; administrative and business purposes; financial systems; and human resources administration. Authorized users are provided access to ITS resources to support their studies, instruction, duties as employees, official business with Southwest Tech, and other college-sanctioned activities according to their roles and responsibilities.

All use of ITS resources must comply with:

- all College policies, procedures, and codes of conduct, including those found in the student, employee handbooks;
- all laws and regulations applicable to the user or the College; and,
- all relevant licenses and other contractual commitments of the College, as modified from time to time.

Authorized users must not engage in unacceptable use of Southwest Tech ITS resources, which includes but is not limited to the following:

1. Sharing or transferring authentication details to others, or using another user's authentication credentials such as network IDs and passwords, or other access codes or circumventing user authentication which could allow unauthorized users to gain access to Southwest Tech ITS resources, except as required for administrative or business purposes;
2. Violation of federal, state, or local laws; institutional policies, rules or guidelines; or licensing agreements or contracts;
3. Harassment of, threats to or defamation of others; creation of a hostile environment; stalking; and/or illegal discrimination;
4. Widespread dissemination of unauthorized email messages (e.g., mass mailings, spam, email chain letters); or
5. Intentionally damaging, disrupting, or exposing ITS resources or data to unauthorized access or harm.
6. Storing personally identifiable information on their computers hard drive (C drive), personal home equipment, or any remote storage device such as USB flash drives.

In addition to the examples stated above, unacceptable use of SWTC ITS resources for employees, authorized contractors and vendors, also includes the following:

1. Storage, display, transmission, or intentional or solicited receipt of material that is or may reasonably be regarded as obscene, sexually explicit, or pornographic, except as such access relates to bona fide, college-related academic pursuits or as needed to investigate violations of this policy or laws;
2. Outside employment, commercial activities, or other forms of private financial gain;

3. Campaigning for public office or soliciting political contributions;
4. Political lobbying, except for specific employees designated to lobby on behalf of Southwest Tech;
5. Wagering or betting, except as it relates to bona fide, college-related academic pursuits;
6. More than minimal use for private or personal purposes that interferes with work or job performance or interferes with the activities of other employees, students, or other authorized users.

Authorized users must not use Southwest Tech ITS resources to speak on behalf of Southwest Tech or use Southwest Tech trademarks or logos without authorization. Affiliation with Southwest Tech does not provide or imply authorization to speak on behalf of Southwest Tech. Southwest Tech is not responsible for the content of documents, exchanges or messages, including links to other information locations on the internet which reflect only the personal ideas, comments, and opinions of individual members of the college community, even when this content is published or otherwise circulated to the public at large by means of Southwest Tech ITS resources.

Privacy and Security

Southwest Tech shall take reasonable measures to protect the privacy of ITS resources and accounts assigned to authorized users. However, the College cannot guarantee absolute security and privacy. Any activity on Southwest Tech ITS resources may be monitored, logged and reviewed by college-approved personnel or may be discovered in legal proceedings or in response to public records requests. Generally, the contents of user accounts will be treated as private and not examined or disclosed except:

- as required for system maintenance or business necessity, including security measures;
- when there exists reason to believe an individual is violating the law or Southwest Tech policy;
- to meet the requirements of the Wisconsin Public Records Law or other laws; regulations; or institutional policies, rules, or guidelines; or
- as permitted by applicable law or policy.

Southwest Tech has the right to employ appropriate security measures, to investigate as needed, and to take necessary actions to protect the College ITS resources. Southwest Tech may also have a duty to provide information relevant to ongoing investigations by law enforcement. Southwest Tech will work with authorized users to protect their privacy interests, as well as those of the College.

Authorized users must not violate the privacy of other users. Technical ability to access unauthorized resources or others' accounts does not provide or imply authorization to do so, and it is a violation of this policy

to access others' accounts unless authorized to do so for a legitimate business purpose.

Other Limitations on Use of Information Technology Resources

In addition to the general principles set forth in this policy, the use of ITS resources may be affected by other laws and policies; included among these are: federal copyright laws and privacy laws related to student records; state statutes related to computer crimes and political activities of state employees; ethical standards of conduct; dismissal for cause; standards and disciplinary processes related to academic and nonacademic misconduct by students; and conduct on Southwest Tech owned or leased property.

Failure to Comply with Information Technology Resource Policy

Failure to adhere to the provisions of this policy may result in the suspension or loss of access to Southwest Tech ITS resources; appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff; civil action; or criminal prosecution. To preserve and protect the integrity of College ITS resources, there may be circumstances where Southwest Tech may immediately suspend or deny access to the resources.

Oversight, Roles, and Responsibilities

This policy constitutes the College policy on the acceptable use of ITS resources. It applies campus-wide and may not be replaced, superseded, or substantially recreated by other policies. Institutions may supplement this policy only for specific programs or services after consultation with the Director of Information Technology Services to assist members of the college community in fulfilling their responsibilities with respect to use of ITS resources.

It is the responsibility of authorized users to comply with this policy.